San Jose State University Research Foundation

Position: Project Director

DEPARTMENT: College of Engineering

IMMEDIATE SUPERVISOR: Dean of Engineering

POSTING DATE: April 11, 2019

CLOSING DATE: April 18, 2019

SALARY: Range: $81,000-108,000 DOQ/E Full Time, Benefited

EXEMPT STATUS: Exempt (Salary)

GENERAL NATURE OF POSITION:

This position will be located in Pullman, Washington.

The College of Engineering at San Jose State University is considered a leader in the education of a highly trained and diverse scientific workforce. Our mission is to provide a dynamic educational experience. We make substantial contributions to the scientific community through our research efforts.

We are currently seeking a Project Director. The successful candidate will be an employee of the SJSU Research Foundation who will be responsible for managing Research Foundation staff and directing day-to-day operations. This position will oversee and/or be directly involved in projects concerning engineering education. Managing contracts from the proposal stage through execution as well as administering Research Foundation Human Resources policies, practices, payroll and requisitions is required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provide direct and indirect supervision and guidance, mentoring and professional development, to Research Foundation employees working with their program.

2. Develop, submit, and manage proposals to fund projects involving engineering education research data collection and analysis.

3. Contribute to research and academic community.

4. Other duties as assigned by management.

INTERPERSONAL CONTACTS:

1. Reports to the Dean of Engineering. Advises as to the work in progress and potential new funding.

2. Interacts with employees, graduate students and other scientists to further projects.
QUALIFICATIONS:
1. Education
   • Ph.D. in Science and Technology Studies is required.

2. Experience
   • At least 5 years of experience conducting engineering education research is required.
   • At least two years of experience in management of externally funded research projects is required.
   • Demonstrated skills and ability to establish and maintain effective and productive working relationships across a diverse community of students, university, and industry and community members.
   • Demonstrated experience in a leadership role involving managing multiple priorities.
   • Experience and skill in supervising and actively developing a diverse staff, including employees and students.
   • Experience mentoring students and postdoctoral scholars.
   • Evidence of successful grant proposal writing required.

3. Knowledge, Skills, Abilities required
   • Knowledge of inclusive STEM education practices.
   • Expertise in writing reports for funding agencies and in preparing manuscripts summarizing research for dissemination in peer reviewed journals.
   • Extensive knowledge of engineering education research, gender studies, and Science & Technology Studies.
   • Expertise in qualitative research methods.
   • Proficient with software such as Microsoft Word and NVivo coding software.
   • Demonstrated ability to produce online faculty development tools.

Physical Requirement
   • Must be able to operate a PC including mouse and keyboard.
   • Must be able to operate general office equipment.
   • Must be able to sit for extended periods of time.
   • Required visual acuity associated with concentrated computer use.

4. Complexity of Duties
   • This position requires excellent time management skills as well as the ability to link complex concepts to develop cutting edge proposals to fund the position.

SUPERVISORY RESPONSIBILITIES:
The successful candidate will manage staff to implement and conduct funded projects according to the contract terms.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

6. Benefits

The comprehensive benefit package includes:
   a) Nine health insurance plans to choose from
   b) Free dental and vision for employee and eligible dependents
   c) Paid Federal & State Holidays
   d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component
   e) Vacation and separate sick plans
APPLICATION PROCEDURE
To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf

It may also be obtained from the Research Foundation through its website at http://www.sjsu.edu/researchfoundation/open/index.html.

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code PJDIR
210 North 4th Street
San Jose, CA  95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation:

The San Jose State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/benefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.